

DIVISION OF MINES	CHAPTER: IV Inspections
PROCEDURES MANUAL	
PROCEDURE NO: 1.04.12	
ISSUE DATE: August 31, 2005	
SUBJECT: DM/DMLR Inspection of	LAST REVISED:
“RZ” Mines	

OBJECTIVE AND INTENT:

To provide guidance to DM Field Inspectors and Supervisors in inspecting sites with the assistance of DMLR at those sites designated as “RZ” (mining operations with no activity and no foreseen activity). These sites must have a valid DM mine index number and may require more than one inspection per year.

PROCEDURES:

1. The DM Inspector will make the determination to designate an underground or surface mining operation as “RZ”. Once that is done, he will notify the DM Office Services Specialist who will send an e-mail message to the DMLR Enforcement Office Service Specialist and copy it to the DM Area Supervisor. The message will state:
 - name of the DM Inspector,
 - mine index number,
 - DMLR permit number,
 - and the number of inspections required each year for the site.

1. The DMLR Enforcement Office Services Specialist will contact the appropriate DMLR Supervisor and Inspector.

3. The DMLR Inspector shall conduct the required inspection and note on the inspection report the status of the mine. The Inspector will document site conditions in the “General Comments” section of the inspection narrative. Once the inspection report has been completed, the Inspector will e-mail a TIF image of the report to the DM Inspector (previously assigned to the site). The DM Inspector will complete the appropriate DM system report for data entry into the DM system. He will indicate the name of the person conducting the inspection along with the condition of the mine in the comments section of the report, as stated by the DMLR Inspector.

4. If the DMLR Inspector finds that activities have resumed at the site that would require a DM inspection of equipment, electrical installations, record keeping, worker certification, etc., then the DMLR Inspector shall immediately notify by e-mail the DMLR Enforcement Office Services Specialist and the DM Office Services Specialist of the activity change. The DM Office Service Specialist will notify the assigned DM Inspector and Area Supervisor. This will re-initiate the required DM safety inspections, and the DM inspector will assume inspection responsibility for the site.